

Top Tips for the QCF

Getting ready

- check you're not about to re-invent the wheel. There are thousands of units already available on the Qualifications and Credit Framework. Search at <http://www.accreditedqualifications.org.uk/> to see if any of these meet your needs.
- even if you're an expert in the subject area, it's a good idea to have other people you can ask to check your ideas for the content, level and learning time for the unit
- If you are not working for the relevant Sector Skills Council (SSC) or Standards Setting Body (SSB)
- make contact with the SSC/SSB covering the industry or occupational area to discuss your ideas and seek their advice and support
- check what National Occupational Standards are available that may describe the competences that are relevant. You can find these with a list of SSCs and SSBs on the NOS directory at http://www.ukstandards.org.uk/Find_Occupational_Standards.aspx?NosFindID=3

Getting started

Visualise the intended learners for your unit. In particular, think about

- where they'll be learning and assessed – school or college, workplace? Make sure your unit is fit for every purpose
- their experience - how much time will a teacher, tutor or coach need to commit to support their learning and successfully complete the unit
- how much additional time they're likely to need to devote to learning themselves – this and the previous point will help set the learning time required for your unit
- what kind of learning is needed – is it to develop knowledge, understanding or skills?
- whether all learners will have the opportunity to demonstrate the learning achievement that is needed. This can be a challenge, for example if their workplace does not provide the full range of learning opportunities required.

Getting help

Visit the QCA website to access

- guidance materials http://www.qca.org.uk/qca_19657.aspx
- an interactive guide http://www.qca.org.uk/qca_22678.aspx
- The Federation of Awarding Bodies (<http://www.awarding.org.uk/public/qcf-capacity-building>) also provides information and contact details of people who can help.

Contact us at info@stratagia.co.uk to discuss how we can help you. We're happy to offer you a FREE initial half hour consultation with one of our credit experts.